

Massachusetts Department of Fire  
Services Seventh Annual Weekend at  
the  
National Fire Academy



October 10-12, 2008

*Don't Delay!*

Registration will be processed on a  
First Come First Serve Basis

Applications must be received no  
later than  
September 5, 2008

## **MASSACHUSETTS DEPARTMENT OF FIRE SERVICES STATE WEEKEND**

Massachusetts Firefighting Academy

P.O. Box 1025

Stow, MA 01775

Registration: 978-567-3200

## **Massachusetts Department of Fire Services State Weekend**

### **October 10-12, 2008**

The Massachusetts Department of Fire Services will once again be going to the National Fire Academy for a weekend of intensive training. This year we check in from 1630 to 1830 on Friday, October 10, 2008.

**PLEASE NOTE THAT DUE TO HEIGHTENED SECURITY MEASURES, NO STUDENTS WILL BE ALLOWED ON CAMPUS PRIOR TO 16:00 AND CHECK IN WILL NOT START BEFORE 16:30. IT IS ESSENTIAL THAT YOU HAVE A VALID DRIVERS LICENSE FOR SECURITY PERSONNEL TO MATCH TO YOUR CLASS ROSTER. YOU SHOULD BE PREPARED TO HAVE YOUR VEHICLE AND BAGGAGE SEARCHED. ANY CONTRABAND INCLUDING KNIVES AND ALCOHOL WILL BE CONFISCATED.**

A welcome and orientation meeting will take place Friday evening and it is mandatory that all participants attend. Training will begin on Saturday morning and end on Sunday afternoon October 12<sup>th</sup>.

The cost of the program this year is \$125.00 and includes lodging for Friday and Saturday night, all meals beginning with dinner Friday and ending with lunch on Sunday, State Weekend apparel and memorabilia. There will be an additional fee of \$20.00 charged on your arrival to cover incidental expenses including the state social, class gift and memorial service expenses. Transportation to and from Emmitsburg is on your own. You are encouraged to work with other people in your area to travel together. (Note: The closest airport is BWI)

With the increased demand for this weekend, you are encouraged to send in your completed package as soon as possible. You must pre-register for the weekend; walk-ins are not allowed. Acceptance to programs will be done on a first come first served basis. Any student applications that are incomplete will result in a delay in their application being processed – a checklist of required documents is enclosed for your convenience

The deadline for receiving completed applications is no later than 1700 hrs on September 5, 2008. Only completed applications will be reviewed for acceptance. Payment must be received with your application and may be in the form of a bank check, money order, or personal check. Fire department purchase orders may be attached to your completed application in order to reserve your slot, however, **unless payment is received no later than Friday, September 19, 2008, your application will be considered incomplete and will not be processed.**

Payment should be made out to: **Massachusetts Firefighting Academy Trust Fund**

Mail to:

**Registrar  
Massachusetts Firefighting Academy  
P. O. Box 1025, State Road  
Stow, MA 01775-1025**

If you need to cancel your participation in the training weekend, you should notify the Massachusetts Firefighting Academy as soon as possible so we may allow someone else to utilize the spot. Unless cancellation is received 30 days prior to the event, the fee may not be returned in whole or in part per Department of Fire Services Policy unless we are able to fill the vacant spot. No shows at the National Fire Academy will result in the loss of the entire course fee.

Cancellation Policy:

Refund in full	30 days prior to event
Refund less 10% Administrative cost	15 to 29 days prior to event
Refund less 25% Administrative cost	5 to 14 days prior to event
No refund	0 to 4 days prior to event

You must complete the enclosed National Fire Academy Form (75-5a Application Form) as well as the Mass State Weekend Registration Form. **The standard MFA Application will not be accepted for this program.**

Appropriate behavior and wearing proper attire is essential. Please review the following National Fire Academy Policies statements. Please note that it is mandatory to wear a collared shirt during all classes:

**Class Attendance and Conduct:** Students, instructors, and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated and may result in removal from campus. Students must attend and participate in all class sessions and successfully complete the evaluation criteria to receive a certificate and stipend reimbursement.

**Dress Code:** It is each student's responsibility to use good judgment in selecting attire that projects a professional image and that is appropriate for both climate differences and classroom activities. NFA staff has the authority to make a determination that a student's attire may be inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

### ***Acceptable Attire for Classroom Settings***

- **Males:** Shirts with collars; slacks, nice jeans; departmental uniforms (no T-shirts); shoes and socks. Optional items include sweaters, sport coats, ties, etc.

**PLEASE NOTE THAT COLLARED SHIRTS ARE ESSENTIAL AND STUDENTS WILL BE REMOVED FROM CLASS IF THEY FAIL TO DRESS PROPERLY.**

- **Females:** Dresses; blouses with slacks or nice jeans, skirts, split skirts/skorts; departmental uniforms (no T-shirts); and shoes. Optional items include sweaters, blazers, etc.

**REGISTRATION DEADLINE IS SEPTEMBER 5, 2008**

NAME: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

**Massachusetts Department of Fire Services State Weekend  
Registration Form  
October 10-12, 2008**

The following programs will be offered at State Weekend this year. Please select your top three choices from the list below. If you have only selected one and that program is full, then your application will not be accepted. Every effort will be made to accommodate your first requests, however, course placement cannot be guaranteed. All courses are on a first come first served basis. **All applicants will receive a letter stating whether or not they have been selected for their requested program(s).**

- 729 ISO Incident Safety Officer
- 604 MCE Managing in a Changing Environment
- 602 STF Shaping the Future
- 455 STICO Strategy and Tactics for Initial Company Operations
- 804 LS II Strategies for Personal Success

New Courses Offered by the Massachusetts Department of Fire Services:

- MA1 FDMS Developing a Fire Department Memorial Service / Preparing for a Line of Duty Death – C. Norris
- MA2 SMCO Stress Management for Chief Officers – H. Duggan

Course Selections: 1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

All students attending will receive Massachusetts State Weekend Apparel. Please indicate the shirt size you require by circling below. The size that you select cannot be exchanged.

Small      Medium      Large      X-Large      XX-Large      XXX-Large

Signature \_\_\_\_\_

# Massachusetts Department of Fire Services State Weekend

## Application Checklist

*Please make sure that you have enclosed the following. Missing information will result in a delay in processing your application. If you have any questions, please do not hesitate to call the academy at 978-567-3200.*

### **NATIONAL FIRE ACADEMY 75A SHORT APPLICATION FORM:**

\_\_\_\_\_ Please check that this form is completely filled out as detailed below:

- Complete lines 1 thru 11
- Do not complete boxes 12A, 12B, 12C
- Complete lines 13 thru 19C
- **DO NOT COMPLETE ANYTHING BELOW LINE 20.**

\_\_\_\_\_ This form must be signed by you

\_\_\_\_\_ This form must be signed by your fire chief

### **Massachusetts State Weekend Registration Form:**

\_\_\_\_\_ This form must be completed with your full name

\_\_\_\_\_ You must select three course choices

\_\_\_\_\_ You must indicate your shirt size

\_\_\_\_\_ This form must be signed by you

### **Form of Payment:**

\_\_\_\_\_ enclose a bank check, money order or personal check made payable to the  
**Massachusetts Firefighting Academy Trust Fund.**

**Please note that a fire department purchase order may be attached to your completed application in order to reserve your slot, however, payment must be received by Friday, September 19, 2008 in order to attend.**

## **MASSACHUSETTS DEPARTMENT OF FIRE SERVICES**

### **SEVENTH ANNUAL STATE WEEKEND AT THE NATIONAL FIRE ACADEMY**

#### **COURSE DESCRIPTIONS**

##### **Incident Safety Officer (Revised) (ISO) (729)**

<b>Course Description</b>	This 2-day course examines the Safety Officer's role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.
<b>Selection Criteria</b>	Individuals who have a Safety Officer responsibility at emergency operation situations. Persons attending this course should have a working knowledge of the ICS, as taught by NFA, building construction principles, hazardous materials management, applicable NFPA guidelines, and Federal regulations.

##### **Managing in a Changing Environment (MCE) (604)**

<b>Course Description</b>	This 2-day course is the second of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. Content includes and overview of significant economic, social, political, and technological influences affecting fire service operations. Students will have the opportunity to identify and relate these influences to their personal and professional situations; and to practice strategies for managing changes resulting from those influences.
<b>Selection Criteria</b>	Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work; and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

## **Shaping the Future (STF) (602)**

**Course Description** This 2-day course is the first of two courses on midlevel management covering the skills and techniques midlevel managers will need to provide leadership and direction for their departments. The first module focuses on identifying opportunities and/or problems. Topics include environmental scanning, paradigm shifts, and methods for reframing problems accurately. The second module deals with group problem-solving techniques. The third module explains the need to quantify, justify, and communicate decisions so they will be implemented effectively. Managing change will be discussed in the final module. Topics include people who resist change, overcoming that resistance, and monitoring and evaluating the change before, during, and after implementation.

**Selection Criteria** Individuals presently assigned to management positions who supervise first-line officers; and administrative officers responsible for significant staff functions within the organization and who report directly to top management. Individuals presently assigned to top-level management positions with limited opportunity for managerial development through formalized course work; and personnel who are upwardly mobile within their organizations and whose chiefs of department wish to prepare them for increased managerial responsibility.

## **Strategy and Tactics for Initial Company Operations (STICO) (455)**

**Course Description** (formerly MCTO:Tactics) STICO is designed to meet the needs of Company Officers responsible for managing the operations of one or more companies during structural firefighting operations. STICO is designed to develop the management skills needed by company officers to accomplish assigned tactics at structure fires.

**Selection Criteria** Senior firefighters who may at times assume the responsibilities of the company officer (NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level II).

## **Strategies for Personal Success (LS II) (804)**

**Course Description** This 2-day course provides the company officer with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment, and management of the multiple roles of the company officer.

**Selection Criteria** \* Line fire officers, unit commanders, or program supervisors.\* Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within 6 months.\* Training officers, staff, or administrative officers of fire and rescue organizations.

## **Developing a Fire Department Memorial Service / Preparing for a Line of Duty Death (FDMS) (MA1)**

**Course Description** This program will be delivered in two parts. The first part will teach the participant how to develop a fire department color guard as well as the planning required for a fire department memorial service. The second part of the program will cover the considerations of a LODD including the resources that are available within the Commonwealth.

Participants in this program will be planning and executing the Saturday evening memorial service at the Fallen Firefighters Memorial.

**Selection Criteria** Fire officers and firefighters who may be charged with the responsibility of planning a memorial service or providing department guidance in the event of a line of duty death.

## **Stress Management for Chief Officers (SMCO) (MA2)**

**Course Description** Stress Management for Chief Officers identifies the causes and symptoms of stress from both a personal and professional perspective. The program allows students to identify their own stressors and provides methodologies for stress management. The goal of this program is to both provide the student with perspectives on stress and develop long term successful coping mechanisms. In addition students will be provided with information of external resources that can be employed to address stress related issues.

Course content includes

- Identifying causes and symptoms of stress
- A personal stress assessment
- An overview of how stress can produce positive and negative effects
- Stress management methodologies
- Personal strategies for dealing with and diffusing stress
- Identification of resources to assist with stress management

**Selection Criteria** Fire Chief, Deputy Fire Chief, Shift Commander, Personnel in charge of large programs or divisions



## **2008 State Weekend Program**

### **Frequently Asked Questions**

#### **Dress Code:**

It is each student's responsibility to use good judgment in selecting attire that projects a professional image and is appropriate for both climate differences and classroom activities. The staff at the National Fire Academy (NFA) has the authority to make a determination that a student's attire may be inappropriate. Students wearing attire that is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Males: **Shirts with collars (no T-Shirts)**, slacks, nice jeans, including departmental uniforms, shoes, and socks.

Females: Dresses, blouses with slacks or nice jeans, skirts, including departmental uniforms, (no T-Shirts), and shoes.

Optional items include sweaters, sport coats, blazers, etc.

#### **Professional Conduct:**

Problems occasionally arise on the National Emergency Training Center (NETC) campus while students are in residence as part of the NFA's State Weekend Program. **During our past Five State Weekends, such problems in the past have included late night rowdiness, excessive consumption of alcoholic beverages, Damage to the dormitories, inappropriate physical acts, discharge of fire extinguisher, etc. In every instance, this behavior is limited to a small group of students; however, the acts of a few reflect negatively on Massachusetts fire training program and the national fire service community as a whole. It should be clearly understood that the Massachusetts Department of Fire Services has a zero tolerance for behavior based issues, conduct of this nature will not be tolerated. As we have demonstrated in the past students who exhibit poor judgment, or inappropriate behavior will be asked to leave the weekend and if the behavior is extreme, they may be subject to federal charges.**

Each individual has the personal responsibility to exhibit professional conduct while on this campus. The designated representative of the State fire training agency has the responsibility and authority to monitor and, with campus security personnel, to take necessary action to correct the unprofessional conduct.

As a student, your assistance in this matter is appreciated. Should you encounter difficulties or disruptions, you are encouraged to notify the Campus Security Office (Building V) by dialing "911" or "O" on any campus phone.

Campus security has the authority to request the name(s) of any individuals or student who may be disruptive or discourteous. It is expected that an individual's name will be provided if requested. The security officer will then inform the State representative of the circumstances surrounding the incident.

In instances of alleged misconduct, the State representative and a USFA staff member will be responsible for determining all the facts related to the incident. Decisions regarding dismissal of the student will be made at the conclusion of the review. The final authority for dismissal rests with the senior USFA official on campus at the time. However, in instances where misconduct occurs outside class hours, the State representative has the authority to dismiss a student at any time. Student dismissal procedures and notification will follow the guidelines described in the NETC Information Handbook on the desk in your room.

Quiet hours in the dormitories begin at 11:00 p.m. Those that violate the campus quiet hours policy are subject to dismissal from campus as outlined in the conduct policy.

With regard to the State Weekend Program social, the State representative will abide by Maryland law concerning the service and consumption of alcohol. Persons under the age of 21 will not be served under any circumstances. Alcoholic beverages are not permitted in the dormitories at any time.

**Messages:** The incoming campus telephone number is 301-447-1048 for messages. This number is operational 24 hours a day.

**Recreation:** The campus has several areas available for student recreation:

- Student center with wide-screen color television, and card, billiard, and ping-pong tables.
- Command Post Pub, located in the Student center (Building B) serving snacks, beer and wine. The Pub is open Friday and Saturday from 4:00 p.m. to midnight.
- Athletic facilities (Building H) with exercise room and swimming pool.
- Athletic equipment is available for checkout in Building H. This includes tennis, softball, golf, basketball, and volleyball equipment.

**Housing:** Rooms are assigned randomly once you are accepted into a course. Because of the random assignment of rooms, you may/may not be lodged in the same building as your classmates. Every effort is made to ensure that you have a single room. However, if the student count is high, you may be doubled with another student. **Please do not call to request a single room. Relatives and friends of NETC students cannot stay on campus. Campus accommodations are only for NETC students.**

**Smoking Policy:** As of March 20, 2000, a change in the campus smoking policy was issued. The new policy was issued. The new policy change makes all buildings on campus smoke-free. The only exception to this policy is the Pub area.

**Late Cancellations**

**and No Shows:** In an effort to admit the greatest possible number of students, the following policy to manage the persistent problem of late cancellations and no-show students was developed. If a student is unable to attend a course, he/she must notify the State Coordinator or the State Weekend Manager 30 days before the course start date, except in cases of emergency cancellation. A student who cancels within the 30 days of the course start date will be restricted from attendance. To remove the restriction, the student's supervisor must send a letter explaining the cancellation. A student who does not cancel attendance in writing will be denied admission for the next 24 months.

**Personal Needs:** A convenience store is located on campus. It is located in the basement of Building D. It is open until 11:00 p.m. on Friday and Saturday nights and all day on Sunday.